

CONGRESSIONAL NOTIFICATION PACKAGE FORMAT

A notification package will consist of a cover letter from the Secretary concerned, a summary report and the required supporting economic analysis. The notification letter should be kept to one page. The length of the economic analysis will vary depending upon the number of systems conveyed and the terms of the contract. The summary report should be a brief, concise description of the overall proposed privatization effort. Graphs, charts and tables should be used to summarize and convey the pertinent aspects of the economic analysis. The Summary Report shall contain the following elements:

- **Executive Summary**
- **Overview of the Utility Systems**
 - Description of Existing Utility Systems
 - Description of Should Costs
- **Procurement History**
 - Summary of Process and Key Dates for RFI/RFP/Award
- **Life Cycle Cost Analysis**
 - Overview
 - Methodology
 - Assumptions
 - Government's Status Quo Life Cycle Cost Analysis
 - Contractor proposed Life Cycle Cost Analysis
 - Conclusion
- **Summary**